

# Position Description for Cleared Roving Support (Non-Sensitive)

## BASIC FUNCTION OF POSITION

The incumbent provides general office management or security escort assistance to sections on an as-needed basis.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

Roving Support	100%
Assist sections staff during absences due to illness or scheduled leave. Duties may include filing, answering phones, escorting visitors and assisting with special projects as needed.	

## QUALIFICATIONS REQUIRED

**Education:** High school diploma or GED equivalent is required

**Prior Work Experience:** Two years of general work experience is required.

**Post Entry Training:** Ethics training, EEO certification, Cyber-security Awareness

**Language Proficiency:** List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read): English Level III (Good Working Knowledge) is required.

**Job Knowledge:** Knowledge of general DOS routines and procedures; knowledge of a range of common office management practices and procedures, e.g. to file material and obtain requested data from files. Knowledge of English grammar, spelling, punctuation, and required formats sufficient to recognize and correct such errors in correspondence, reports and telegrams.

**Skills and Abilities:** Skills of PCs, PC-based software (MS-Office preferred - Excel, Word, and PowerPoint) and Email. Ability to organize routine data and maintain established procedures; to gather information and draft to supervisor's stated requirements; and ability to use judgment to analyze information and take appropriate actions (phone calls, time management , prioritizing work, etc.).

## POSITION ELEMENTS

**Supervision Received:** HRO is the hiring official. Daily work and performance will be reviewed and evaluated by the section supervisors as assigned.

**Supervision Exercised:** N/A

**Available Guidelines:** FAM, FAH, AIT policies

**Exercise of Judgment:** Employee must exercise judgment as it relates to the management of office information.

**Authority to Make Commitments:** None

**Nature, Level, and Purpose of Contacts:** Contacts throughout AIT as incumbent will work through the organization.

**Time Expected to Reach Full Performance Level:** 3 months